

Position Requirements Document Cover Sheet**Position Number: 14024****Classification: Executive Assistant (OA), NH-0301-II****Local Title:****Employing Office Location: Orlando, FL****Duty Station: Orlando, FL****Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)****1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)****2nd Div: Office of the Deputy Program Executive Officer (DPEO)****3rd Div:****4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Kevin M. Dietrick, COL**Title: Deputy Program Executive Officer****Signature: //S//****Date: 1/30/07****Higher Supervisor or Manager:****Title:****Signature:****Date:**

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake**Title: Program Executive Officer****Signature: //S//****Date: 1/30/07****FLSA: Exempt****Drug Test: No****Key Position:****Sensitivity: NCS****Reason for Submission: New****Previous PD Number:****Envir. Diff:****Acq Posn Category:****Acq Career Level:****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure: [] Public Financial****[] Supervisor [] Manager****Citation 1: USOPM PCS for GS-0301, TS-34, 11/79****Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99****BUS Code: 7777 CL: 208****Emergency Ess:****OPM Functions Code:****Status: Competitive****Subject to IA:****Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:****[] Confidential Financial****[X] Neither**

Acquisition Workforce Demo Project Position Requirements Document

I. Organization information: This position is located in the immediate office of the Deputy Program Executive Officer (DPEO) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information: Executive Assistant (OA), NH-0301-II.

III. Duties:

Serves as the executive assistant performing a variety of duties to relieve the DPEO of many administrative, coordination, staffing, and office management details. Assists the DPEO whose responsibilities are to supervise and execute a highly visible workforce providing interoperable training, testing and simulation solutions for soldier readiness, serve as chair of numerous boards, committees and groups, maintain continuous liaison with command customers and control programs for managing the research, development, acquisition and sustainment of products to support the soldier. Requires the Executive Assistant to perform extensive high-level support for characterization and assessment of the scope, preparation, scheduling, notification, documentation, and archiving of PEO issues.

Responsible for developing strategies for internal and external integration of day-to-day and long-range projects and activities requiring involvement of the DPEO. Functions incumbent handles may include but are not limited to: protocol support, publications, printing and reproduction, sensitive (FOUO) and, where applicable, classified document control, records and file administration, procurement of administrative supplies and equipment, support agreements, reports control, and the employment of administrative techniques requiring knowledge of software suites to produce executive-level correspondence, briefing charts, and statistical data.

Accomplishes or facilitates all information management aspects of the operation of the office. Receives and personally determines appropriate action of official, personal and semi-official correspondence. Receives brief oral instruction from supervisor only on highly confidential type communications, but in most cases, composes and types replies for signature without previous consultation IAW known policies and wishes. Contacts top-ranking officials within the Command to develop information and assemble data not readily available for own use or for use of the superior(s) in replying to those cases which incumbent determines require his/her personal attention. Analyzes and evaluates issues that are typically diverse in nature, requiring input from subordinate organizations and staff elements. Provides sound,

mature advice and recommendations to the DPEO based on established policy, good management practices, and direction of the DPEO.

Keeps the DPEO fully informed of outstanding commitments, decisions to be made, or actions taken for/by him. Makes final commitments for appointments, conferences, or attendance at official social affairs based on own knowledge of DPEO's schedule, obligations and desires. Keeps calendar and schedule of commitments and reminds DPEO of scheduled meetings. Makes arrangements for luncheons and other working functions and issues invitations in conjunction with frequent visits by high-ranking government and civic leaders, public officials, and foreign dignitaries. Independently coordinates with the Protocol Specialist and arranges official visits to the DPEO assuring orchestration with the appropriate officials and the public affairs specialist/congressional liaison assistant.

Reviews a variety of correspondence from all sources for the DPEO's signature. Ensures it is prepared according to the DPEO's style of expression. Ensures technical accuracy with regard to format, typographic and grammatical accuracy. Prepares communications from brief oral instructions and knowledge of the DPEO's viewpoint, customary policies, methods, or phraseology in answering inquiries, invitations, etc. Composes official, semi-official, and personal correspondence such as letters of congratulations, recommendation, commendation and appreciation, acceptance or declination of invitations, greetings, replies to inquiries from private business concerns, etc.

Develops plans and information supporting the DPEO's participation and involvement in conferences, formal and informal appearances and presentations. Contacts internal and external stakeholders to identify salient and latent issues bearing on discussions and researches background to ensure the DPEO has full awareness.

Plans meetings, conferences, and travel. Assures proper protocol for all functions and visitors. Develops and recommends itineraries, instructions, guides, supplementary material and pertinent correspondence. Coordinates with higher and lower echelons, DA and DoD Headquarters, other government agencies as necessary in the planning for and execution of visits. Arranges, confirms details, and personally oversees execution of each event in a schedule tailored to fit precisely the needs and necessities of each case. Researches the particulars of each attendee to avoid embarrassment to the DPEO. Examines current topics of interest in order to accommodate all special interest values of each visitor. Responds to questions, resolves problems, advises and makes recommendations to the DPEO on protocol matters. Develops and maintains associated files.

Assists in review and analysis of administrative directives and policies issued by the Department of the Army (DA), other elements of the Department of Defense (DoD) and private industry. As

necessary, discusses pertinent issues with operating personnel to determine the affect on present operations.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Security Clearance and Travel Requirements:

Incumbent must be able to obtain and maintain a Secret security clearance.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes

Ability to communicate in writing.

Ability to communicate orally.

Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation.

Skill in interpersonal relations.

Ability to plan and organize work.

Ability to gather, analyze, and present facts.

Ability to access or locate information through the use of a personal computer or terminal.

Ability to work cooperatively as a member of a team.

Ability to identify problems and develop innovative solutions.

Ability to provide guidance to customers.

Ability to interpret and apply rules, regulations, and procedures.

Knowledge of the organizational and functional responsibilities and operations of the employing organization.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit.